

30 July 1954

MEMORANDUM FOR: Chief, Classification and Wage Division

Via: Chief, Requirements Staff *jmc*

FROM : Chief, Requirements/Intelligence Audit

SUBJECT : Reclassification of Positions

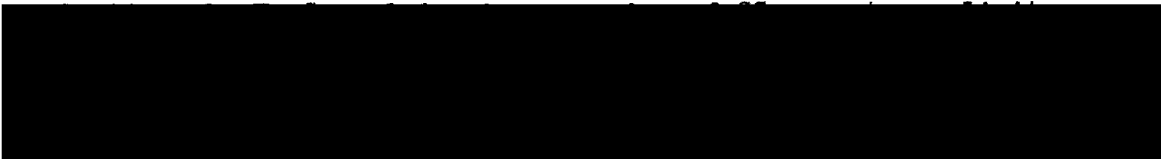
1. Request reclassification of

a. Position BV-449, Clerk-Typist, 0322.01, GS-5, to be Intelligence Assistant, GS-7, and

b. Position BV-140, Intelligence Officer, 0312.20, GS-7, to be Intelligence Assistant, GS-7.


2. The incumbents of these positions carry out the functions described in paragraph 3, below, dividing the work as expedient, and assisted by one (1) clerk.


3. The incumbent of the position described in paragraph 1 b., above, manages the receipt, processing, filing, and distribution of

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reference evaluation problems. Some typing is incidental. Incumbent need not have the academic background required of Intelligence Officers but must possess degrees of initiative, tact, managerial ability, and aggressiveness substantially greater than are expected of clerks.

4. It is desired that the position description in paragraph 3. be applied to reclassification of the positions described in paragraph 1 a. and 1 b. so that the positions will be identical in description and rank.

Approved:
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*#692
JH
8-4-54*

Chief, Requirements Staff

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